FY 1984 DIRECTORATE-LEVEL OBJECTIVES

Reportable to the DDA at Quarterly Planning Conference

New Building Project Office (NBPO)

- Consolidate Agency Metropolitan Washington Area activities in the new Headquarters Building.
- Develop formalized "professionalism" program within OL for both blue and white-collar workers.

Information and Management Support Staff (IMSS)

- Develop and implement the Logistics Integrated Management System (LIMS).
- Establish overseas personal computer capabilities.

Personnel and Training Staff (P&TS)

- Strengthen and expand personnel management support in OL.

Procurement Management Staff (PMS)

- Convert General Provisions used in Agency contracts from DARS to FARS.

Home Operation, Maintenance and Engineering Division (HOME)

- Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB.
- Complete implementation of a more effective Vehicle Dispatch
- Implement the DDA's "Quality of Life" program.
- Implement corrective action to customer surveys in LSD.

Printing and Photography Division (P&PD)

- Complete basic operational capability of the Digital Prepress System.
- Complete evaluation of the Quality Circle Program in P&PD and access application elsewhere in OL.
- Develop and implement NOMAD based P&PD Management Information System.

FY 1984 OFFICE-LEVEL OBJECTIVES

Reportable to the Director of Logistics at Biweekly Sessions

Information and Management Support Staff (IMSS)

- Work with management to key support growth to growth in requirements.

STAT

Procurement Management Staff (PMS)

- Reorganize Procurement Management structure.
- Integrate CONIF with LIMS.

Security Staff (SS)

- Increase communications with contractors to instill greater security awareness.

Home Operation, Maintenance and Engineering Division (HOME)

- Improve the response time of the Architectural Design Staff.
- Institute a program to have personnel in Agency buildings take more pride in their working area and buildings.
- Publicize LSD's Interior Design Consultant. C
- $\sqrt{}$ Resolve problems associated with DCI portraits.
- \(\) Continue to improve the physical environment and quality of food in the EDR.

Printing and Photography Division (P&PD)

- Develop a formal training program for Photography Branch.
- Evaluate the feasibility of making Foreign Standards
 Video-Tape Conversion available to the Agency.
- Conduct a P&PD Bindery Automation Study.
- Develop an automated Maintenance Program System for Division application.

Dry lun 8 700. HOME 10-30-84 BI-WEEKLY agency Take Over - Mercelas Kr pracedures - Jan Mang - Mention PM at DDA Italy - allied full takeover by mid now, 65A (Mclay) maintains some near until 31 Dec. Neil workingout. Don't plan to allow 65A to take electrical + other. - na 85 miles automatic Courie Receipt Installation projected now. Use fan when receive from. Which Respected Plan complete But two bless Plan not up most us time Jerminal Walste: 4 must be up + down daily (not nautled) - Callelas bling written out - Sockat Cost to Vault Quality of Life
-kindpisted faint color en længe areas - Junnel repair experiencing some leaks What Deing f/putside Blogg? Customer Survey - C DD/L to cold fo PD on Pester ADS = c Partraits - Junes & Then Complete
EDR - Bet RIT co-up for \$128. CIA-

Approved For Release 2006/12/28 : CIA-RDP85-00988R000300090009-2

TOTAL

25X1

25X1

Office:	OL/HOME/SSB/M&CS		O — Scheduled
Objective Statement:		2000	X — Actual
Responsible Officer:		system as well as the codeword accountabili	.ty
Significant Funding Am	ount: \$ 34,025.25 FY 1985	system for MGCS.	
	First Quarter Ending 31 Decem	nber 1984	

Activities Planned	٠ ، ۵	Quarter	1	G)uarter	2	(Quarter	3	(uarter	4
Activities Planned	ост	ΝΟ۷	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEF
Installation			0				,					
NOTE: Wallace Computer Services demons	trate	d a o	comple	te sv	rstem	to De	rson:	nel o	f the	Mail	Ę	
Courier Section on 26 June 1984. 13 July 1984 as expected. A red forwarded to OL/B&F via OL/Execu Installation is still not antici	A c uisit itive	ost prion for the contract of	ropos or tl er ar	al fi e amo	om th ount o OL/I	ne cor of fur RMO 3	pany ding Jul	was cited 198	recei	red	}	
WARNING NOTICE INTELLIGENCE SOURCES OR METHODS INVOLVED			,									
					·		<u>L</u>					

PANTIATUTE

Approved For Release 2006/12/28 : CIA-RDP85-00988R000300090009-2

CHITTING

25X1

Approved For Release 2006/12/28 : CIA-RDP85-00988R000300090009-2

Objective Statement:	·	receipt filing, tracing, and retrieval system as well as the codeword accountabili system for M&CS.	O — Scheduled X — Actual ty
Quarter Ending:	First Quarter Ending 31 Decem	ber 1984	

Quarter 1		Quarter	1	Quarter 2			Quarter 3			Quarter 4			
Activities Planned	ОСТ	ΝΟ۷	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
Installation			0)
													÷
NOTE: Wallace Computer Services demon Courier Section on 26 June 1984 13 July 1984 as expected. A re forwarded to OL/B&F via OL/Exec Installation is still not antic	A quisi utive	tion :	propos for the er a	al fi e am d the	rom the ount of OL/1	ne con of fun RMO 3	npany nding Jul	was cite v 198	recei d abo	vea			
					-								•
WARNING NOTICE INTELLIGENCE SOURCES OR METHODS INVOLVED													25X1

CONFIDENTIAL

Approved For Release 2006/12/27 14 15 40988R000300090009-2

	OL/HOME/SSB/MPS Complete implementation of a more effective vehicle dispatch plan	O — Scheduled X — Actual
Significant ronding Am	OUII: V	
Quarter Ending:	Fourth Quarter Ending 30 September 1984	

25X1

25X1

to the Division of	. (Quarter	i	Quarter 2			Quarter 3			Quarter 4		
Activities Planned		NOV	DEC	JAN	FEB	MAR	APR	MAY	NUL	JUL	AUG	SEP
Develop program to enter motor vehicle requests into an automated system (done).												
Prepare Motor Pool area for installation of computer equipment (done).												
Train Dispatchers in the use of system (done)	ох								1			
Place system on line (done).		ох						(0	ards)	<u>ox</u>		
						<u> </u>						
			}									
	1											
						_	}	_				
WARNING NOTICE INTELLIGENCE SOURCES												
OR METHODS INVOLVED									,		,	,
	}											

CONFIDENTIAL

Approved For Release 2006/12/28; CIA-RDR95-00988R000300090009-2

		O — Scheduled
Office:	OL/HOME	X — Actual
Objective Statement:	Implement corrective action to customer surveys in HOME	
Responsible Officer:	84	*
Significant Funding A	mount: \$ FY	•
Overtor Endings	Fourth Quarter Ending 30 September 1984	• •

Quarter, 4 Quarter 3 Quarter 2 Quarter 1 JUL AUG SEP Activities Planned APR MAY JUN OCT NOV DEC FEB MAR JAN Improve the response time in the Architectural Design Staff* Publicize the Division's Interior Design ΟX OX OX Consultant Continue to work closely with GSA and to 0improve service to the Agency Continue to improve the physical environment and quality of food and service in the EDR 0--NOTE: The ADS will no longer exist after 1 October 1984, and the work of this staff will be taken over by an A-E contractor. Unclassified when separated from attachments

Approved For Release 2006/12/28 : CIA-RDP85-00988R000300090009-2

Office: Objective Statement:	OL/HOME Implement	corrective action	to customer	surveys	in	HOME
Responsible Officer:	unt. \$	 FY 85				-
Significant Funding Amou Quarter Ending:	First Quar	ter Ending 31 Dece	ember 1984			

) — Scheduled (— Actual

25X1

	C)uarter	1	G	varter :	2	Quarter 3		Quarter 4			
Activities Planned	OCT	МОЙ	DEC	JAN	FEB	MAR	ĄРR	·MAY	NUL	JUL	AUG	SEP
Work closely with the M&O contractor to improve service to the Agency	0											0
Continue to improve the physical environment and quality of food and service in the EDR	-कासक्र -	TREET		- - - - - - - - - - - - - - - - - - -	t to to the	n n n n	10 to 40 to	त्र राज्या है।		, (40.5.6.2)		- - -
											•	
				-								
								-				
					-							
									n tod	£ 000	attac	hmer
				Unc	lassi	fied	when	separ	aleu		attac	

Approved For Release 2006/12/28 CIA-RDP85-00988R000300090009-2

Approved For Release 2006/12/200144654440988R000300090009-2

Office:	OL/HOME/ADS Improve the Response Time in the Architectural Design Staff	O — Scheduled X — Actual
0.0100	Implove the response time to the second time.	
Responsible Officer:	<u> </u>	
Significant Funding An	nount: \$ FY	
Quarter Ending:	Fourth Quarter Ending 30 September 1984	

25X1

	Quarter 1 Quarter 2 Quarter						3 Quarter 4					
Activities Planned	ОСТ	NOV	DEC	MAL	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
Study the existing system for scheduling jobs, including: Work assignments Existing response time Response time versus manpower				0	-0				-0			0
Use the PAC II for project scheduling and workload studies					0X·							
Investigate using the GIMS system to track existing work orders within ADS						0			-x			
Contract selected projects with private architectural firms to reduce the backlog of work orders							ox					
Study the feasibility of creating an expediter position to: Site survey all project requests to clarify	l						-					
requirements Verify funds Verify client priority versus other requests					·							-
from same component Identify and complete small projects										0-		0
NOTE: After 1 October 1984, the ADS will no longer exist, and the work of this unit will be taken over by an A-E contractor.										-		
WARNING NOTICE INTELLIGENCE SOURCES OR METHODS INVOLVED CONF						<u> </u>						

Office:	OL/HOME/IDC-FAC	O — Scheduled
Objective Statement:	Institute a program to have personnel in Agency buildings take more	X — Actual
Responsible Officer:	pride in their working areas and buildings	
Significant Funding An	nount: \$ FY84	
Quarter Ending:	Fourth Quarter Ending 30 September 1984	-

25X1

ОХ	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	l
OX					i	ı		JUN	JUL	AUG		
			}						į)
- 1		ох										:
				0-		0-			ļ		0-	NOV #
									#1			JAN
						;	0-			ļ	0	
1	1		ł						Х Те	xt Con	plete	d work init
												ate
				-								o decide ject to
				İ							ontii	ued
)
						1						
				i i				1				
		1]
-												
		İ]						
				ŀ						-		
-												
]						
										7 Te.	OX Text Con X Gra	OX Text Complete X Graphic X DDCI t

CONFIDENTIAL
Approved For Release 2006/12/28 : CIA-RDP85-00988R000300090009-2

Approved For Release 2006/12/2011 PRINTS -00988R000300090009-2

	•		
Office:	OL/HOME/IDC-FAC	O - Scheduled	
Objective Statement:	Institute a program to have personnel in Agency buildings take more	X — Actual	
Responsible Officer:	pride in their working areas and buildings		
Significant Funding Am	nount: \$ FY_ 85	•	
Quarter Ending:	First Quarter Ending 31 December 1984		

A control Discoul	Quarter 1			Quarter 2			Quarter 3			(Quarter .	4
Activities Planned	ост	NOV	DEC	JAN	FEB	MAR	APR	MAY	NUL	JUL	AUG	SE
			. 5									
Theme posters displayed in buildings		0		0						1		
meme posters displayed in buildings		Ü				{	,			}		
										ŀ	1	
						}			}			
									}			
								}	١.	İ		
'								}	ļ			
							-					
÷											1	-
										1		
] .		
								Ì				
								l				
						}		1		ĺ		
	-			Uncla	ssif	ed wi	nen se	epara	ted f	rom · a	ttachi	nen
				3.101			J 9	[[
								}		_		

Approved For Release 2006/12/28: CIA-RDP85-00988R000300090009-2

Approved For Release 2006/12/28 : CIA-RDP85-00988R000300090009-2

Office: Objective Statement:	OL/HOME/IDC Publicize the Division's Interior Design Consultant	O — Scheduled X — Actual
Responsible Officer:		
Significant Funding Am	ount: \$ FY_84	
Quarter Ending:	Fourth Quarter Ending 30 September 1984	

Activities Planned	1 . (Quarter 1			Quarter 2			Quarter	3	(Quarter	4
, Activines rigined	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	NUL	JUL	AUG	SEP
Distribute new mentioning Interior Design Consultant (IDC)	r					ОХ	,					_
Publish Executive Furniture Catalog offering services of IDC									ох			
Include slides of IDC at work in D/L slide file	ox				ı							
	.											
•								,				
•	1]	Uncla	ssif.	ed w	ien s	para	ted f	com a	ttach	nen+

CONFIDENTIAL

Approved For Release 2006/12/28 : CIA-RDP85-00988R000300090009-2

25X1

Approved For Release 2006/12/28 if IADP85-00988R000300090009-2

Office: Objective Statement:	OL/HOME/IDC-FAC Resolve the Problem of the DCI Portraits
Responsible Officer:	
Significant Funding An	nount: \$ FY84
Quarter Ending:	Fourth Quarter Ending 30 September 1984

0	Scheduled
X	Actual

25X1

Aut the Die and	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
Activities Planned	ОСТ	ИОЛ	DEC	JAN	FEB	MAR	APR	MAY	NUL	JUL	AUG	SEP	
Place order for copying in oil of the McCone and Turner portraits		ОХ									200		
Complete copying McCone portrait in oil				ОХ)
Repaint Turner portrait								0	First	sit	ting	-0	NOV
Reach decision regarding portraits of Helms and Smith					OX			A.	1113	310	TING		
Place order for Helms and Smith portraits if decision is affirmative						ОХ						-	
Restore Helms portrait								0				-OX	
Restore Smith portrait							-			0-		-OX	
Restore Vandenberg portrait												-OX	
Restore Raborn portrait								ОХ)
Restore Hillenkoetter portrait								ОХ					
									,				
<u> </u>				Uncl	assif	ied w	hen s	epara	ted i	rom a	ittach	ment!	

GONFIDENTIAL

Approved For Release 2006/12/28 : CIA-RDP85-00988R000300090009-2 **CONFIDENTIAL**

Office:	OL/HOME/IDC-FAC
Objective Statement:	Resolve the Problem of the DCI Portraits
Responsible Officer:	
Significant Funding Ar	nount: \$ FY85
Quarter Ending:	First Quarter Ending 31 December 1984

0	- Scheduled
X	— Actual

Activities Planned	L L	Quarter	1	Quarter 2			Quarter 3			(Quarter 4		
Activities Fidined	ОСТ	NOV	DEC	JAN	FEB	MAR	APR	MAY	NUL	JUL	AUG	SE	
Repaint Turner portrait		0											
							ļ						
				İ									
•													
									1				
										b			
				Ibala	aaifi	od .1	on 5 -	, , , , , , , , , , , , , , , , , , ,		om ==	+001		
				ncta	SSITI	ed wh	en se	parat	ea fr	om a	racm	ien'	

Approved For Release02006/112/88E Q14-FDR45-00988R000300090009-2

		•
Office:	OL/HOME	O — Scheduled
Objective Statement:	Continue to Improve the Physical Environment and Quality of Food	X — Actual
Responsible Officer:	in the EDR	A Actual
Significant Funding An	ount: \$ FY84	
Quarter Ending:	Fourth Quarter Ending 30 September 1984	

25X1

Activities Planned		Quarter 1			Quarter 2			Quarter 3			Quarter 4		
ACTIVITIES Formed	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	
1. Physical Environment:					•								
- Repaper DCI Dining Room					1						0X		
- Order new furniture for DCI Dining Room	n										-OX		
2. Quality of Food:										:			
- Introduce new types of foods and food preparation											χ		
											-		
· · · · · · · · · · · · · · · · · · ·						-							
		·		· ·				-		t			
						Unc fro	lassi m∙att	fied achme	when nts	separ	ated		

C 0 N F I D E N T I A L Approved For Release 2006/12/28 : CIA-RDP85-00988R000300090009-2

Approved For Release 2006/12/28 CIA-RDP85-00988R000300090009-2

Office: Objective Statement: Responsible Officer:	OL/HOME Continue to Improve the Physical Environment and Quality of Food in the EDR	O — Scheduled X — Actual
Significant Funding Am Quarter Ending:	ount: \$ FY 85 First Quarter Ending 31 December 1984	

25X1

	Activities Planned	Quorter 1			Quarter 2			Quarter 3			Quarter 4		
	Activities Planned		ИОЛ	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1.	Physical Environment:												
2.	- Clean overhead lights - Re-cover EDR chairs - Order new tablé and chairs for DCI Dining Room - Clean carpets - Thoroughly clean parquet floor in DCI Dining Room - Order new linens for DCI Dining Room Quality of Food:			0	Q Q	Q .		•					
gi ² s	 Monitor salt and Sherry for QMS Introduce new types of foods and food preparation 	0	ה הלילים הלילים	n n n n r	************	יו עופים יי יו ער ייט ייט	***********	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, 44444		, m - m - 4°.	, and and a	Q 0
3.	Quality of Service: - Hire more waiters/waitresses for better service	0-1-			הרא חוד	ጉ መጥ የተ							0
													0
			r sada				Unc1 from	assìf atta	ied w	nen s	para	ted	

Approved For Release 2006/12/128 FCNA-RBP85-00988R000300090009-2